



Job Classification Description

PROGRAM DIRECTOR, RESPIRATORY THERAPY NON-BARGAINING UNIT

**GRADE 16
EXEMPT**

BASIC FUNCTION

To oversee and coordinate the academic and field experience program for the Respiratory Therapy Program to meet the accreditation criteria for the Program and to prepare participating students to be practitioners and to pass certification requirements.

CHARACTERISTIC DUTIES AND RESPONSIBILITIES:

- Provide leadership to carryout the academic and clinical instruction and to assure the educational curriculum to be consistent with current respiratory therapy practices, trends and accreditation standards.
- Provide direct clinical instruction and evaluation of students.
- Provide for ongoing evaluation of the program.
- Provide supervisory leadership and support to program staff; evaluate program staff.
- Prepare a variety of administrative and management reports relating to program activities, data, financial and other informational areas.
- Develop, prepare and administer the Respiratory Therapy program operating budget; prepare and maintain financial reports as needed.
- Develop, coordinate and evaluate the instruction of clinical instructors
- Develop, coordinate and evaluate the clinical instruction of students in the program on a continual basis.
- Serve as liaison between the College and all clinical affiliates.
- Assist the Admissions Office in recruitment for the program
- Serve as a chair of the Advisory Committee for the program.
- Prepare material related to clinical instruction for accreditation of the Program by the Committee on Accreditation for Respiratory Care.
- Actively participate in teaching related activities including updating course syllabi and assisting with the modification and/or design of curriculum that meets the needs of the community of interest for qualified respiratory therapists.
- Establish and maintain contacts with professional organizations, cooperating agencies, community groups, state and national advisory boards and accreditation organizations.

- Confer with the Dean of Allied Health and Vermont Technical College and VSC administration to plan and evaluate program goals, exchange information and resolve problems.
- Maintain current level of knowledge through participation in educational, and in-service programs, workshops and professional affiliations.
- Perform the duties of a Respiratory Therapist.
- Perform other related duties relative to the Respiratory Therapy Program purpose.

SUPERVISION RECEIVED

Direction is received from the Dean of Allied Health

SUPERVISION EXERCISED

Administrative leadership for faculty instructors and functional supervision of staff members.

MINIMUM QUALIFICATIONS

Bachelor's Degree in relevant discipline; Master's degree preferred.

Registered Respiratory Therapist professional license or certificate. Plus a minimum of four years experience as a Registered Respiratory Therapist, of which at least two should have been spent in clinical respiratory care and at least two years in a teaching position in an accredited respiratory program.

Formal teacher training/experience is recommended.